

# Cyclekart Club of Australia Incorporated

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## CLUB ETHICS AND LEGAL POLICY

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/safety1st>

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## **1. Purpose**

The purpose of this Policy is to define the ethical standards and legal obligations of the Cyclekart Club of Australia (CCA). It ensures that all members, officials, and volunteers act with integrity, fairness, and accountability, and that the Club operates in compliance with applicable laws, regulations, and governance standards.

## **2. Scope**

This Policy applies to all members of the CCA, including committee members, volunteers, event participants, contractors, and visitors involved in Club activities, both online and in person. It complements and should be read in conjunction with other Club documents, including but not limited to:

- Members Handbook
- Driver Conduct Policy
- Drugs and Alcohol Policy
- Risk Register
- Event Management and Planning Policies

## **3. Code of Ethics**

### **3.1 Integrity and Honesty**

Members are expected to act honestly and with integrity in all Club matters.

Misrepresentation, fraud, or dishonesty will not be tolerated.

### **3.2 Respect and Fairness**

All participants must treat others with dignity, respect, and fairness, regardless of background, experience, or beliefs. Harassment, discrimination, or bullying of any form is strictly prohibited.

### **3.3 Sportsmanship**

The CCA promotes safe, fair, and respectful participation in cyclekarting. Reckless behaviour, cheating, or unsportsmanlike conduct is inconsistent with the values of the Club.

### **3.4 Community and Inclusion**

Members are expected to foster a welcoming and inclusive environment, supporting the growth of the Club and the wider cyclekart community.

## **4. Legal Compliance**

### **4.1 Legislation and Regulations**

The Club and its members must comply with all relevant laws and regulations, including those related to:

- Safety and risk management
- Insurance requirements
- Incorporation and association law
- Privacy and data protection obligations
- Intellectual property and copyright

#### **4.2 Club Constitution**

All members must act in accordance with the CCA Constitution and any resolutions adopted by the Committee.

#### **4.3 Health, Safety and Environment (HSE)**

Members must follow CCA safety procedures and contribute to a safe and environmentally responsible culture.

### **5. Conflicts of Interest**

#### **5.1 Disclosure**

Committee members and officials must disclose any potential, perceived, or actual conflicts of interest, including financial, personal, or professional interests that may influence decision-making.

#### **5.2 Management**

Where a conflict of interest exists, the member must remove themselves from related discussions and decisions.

### **6. Use of Club Assets and Information**

#### **6.1 Financial Accountability**

Club funds and resources must only be used for approved purposes. Misuse of funds will result in disciplinary action.

#### **6.2 Confidential Information**

Member data and Club records must be treated as confidential and only used for legitimate Club purposes.

#### **6.3 Intellectual Property**

Logos, publications, media, and materials produced by or for the CCA remain the intellectual property of the Club unless otherwise agreed.

## **7. Reporting and Enforcement**

### **7.1 Raising Concerns**

Any member may raise an ethical or legal concern with the Committee in writing. Reports will be treated with confidentiality and fairness.

### **7.2 Investigation**

The Committee will investigate alleged breaches of this Policy in accordance with the Club's disciplinary procedures.

### **7.3 Sanctions**

Breaches may result in warnings, suspension, termination of membership, or referral to external authorities where required by law.

## **8. Review**

This Policy will be reviewed annually, or sooner if required by changes in legislation or Club operations.

All change shall be ratified by the committee